

HRMS Facility

Email: hrms@iitrpr.ac.in , Phone-01881-23-3079

Mr. Anuj Babbar (JTS, HRMS operator)

Requisition Form No.

Date:

Section-A

- A. Name of User: _____
- B. Mobile No and Email ID: _____
- C. Department/Address of user: _____
- D. Supervisor/Designated person from organization _____
- (Please tick)**
- E. Category I Internal PhD Student/Project Student/TBIF ()
- Category II Consultancy work ()
- Category III External Academic User / Govt. R & D Labs ()
- Category IV Industry User ()
- F. Number of Slots required []
- G. Total Amount (Rs.) [As per Annexure I] _____

Signature of User

Signature of Supervisor/Designated person

[For Internal Users Only]	
Institute Budget { }	From any other source Scheme / external projects within the Institute { }
Budget Head: Noted in budget Sheet vide Sr. No..... Dated..... (No GST will be charged. Only respective budget will be reduced with sample charges as applicable)	Scheme / Project No Principal Investigator (No GST will be charged. Applicable Sample Charges will be deposited in "IIT Ropar Revenue Account, A/c No. 37360100716, IFSC-SBIN0013181, Rupnagar (Punjab)
Dealing Assistant HoD	Dealing Assistant Supervisor/PI
[For External/TBIF Users Only]	
Bill in favor of (with complete address) GST no (If any)State..... <u>Transaction details</u> (As per Annexure-1) Amount deposited vide UTR/ref no _____ dated _____ (Counterfoil attached)	
Signature of Depositor	
[CRF Office: Verified that job is completed]	
Lab. Assistant/Operator	Officer In-charge
[For use by Accounts Section after job is done]	
Amount credited in respective Equipment/Lab of CRF vide Sr. No. _____ dated _____	
Dealing Assistant	JAO/AO AR/DR (Accounts)

Charges & Payment Details for HRMS

Characterization/ Analysis	Educational Institutions & R&D Labs		Industries	
	Positive/ Negative	Both Mode	Positive/Negative	Both Mode
Direct mass/ESI-MS	350	500	600	800
LCMS (≤ 15 min)	900	1400	1500	2000
LCMS (≤ 30 min)	1500	2200	2200	3500
LCMS (≤ 60 min)	2000	3000	3000	5000
LCMS (≤ 120 min)	3000	5000	4000	6000
HRMS	900	1400	1500	2000
LC-HRMS (≤ 20 min or single compd. in complete run time.	3500	4500	4000	6000
LC-HRMS (≤ 30 min or max.5 peaks in complete run time)	4000	5500	5500	8000
MS-MS (Org. Mol.)	750	1200	1200	2000
Quantification by LC/MS-MS for 4 std sol. (≤ 10 min)	2000	3000	2500	4000
LC-MS/MS (Organic molecule ≤ 15 min)	1500	2200	2000	3000
LC-MS/MS (Organic molecule ≤ 30 min)	2000	3000	3000	5000
MS for low Mol.wt. Protein	1000	1500	1400	2000

Note: Each year internal faculty members/internal core users from Chemistry department are agreed to provide 20,000/year per equipment, which is around 600-650 HRMS samples a faculty group can analyze per year. You are also required to submit the payment details to CRF office.

**** For External Users**

- Additionally, 18% GST is applicable for TBIF and External Users as per GOI norms
- Payment can be made through any mode to this account number such as NEFT/RTGS/UPI payment gateways/QR scanner

Bank Details for transfer of sample Analysis charges

Name of Institute	Indian Institute of Technology
Name of the Institute Account holder/Designation	Registrar, IIT Ropar
Bank Account Name	IIT Ropar Revenue Account
Type of bank Account	Saving Account
Complete Account Number	37360100716
RTGS/IFSC code of the Branch	SBIN0013181
MICR Code	140002008
Name of Bank	State Bank of India
UPI ID	theregistrar716@sbi

**• Checklist to be submitted:**

- Completely filled and signed Job Requisition Form
- Duly prepared Samples (or mention if preparation is reqd.)
- Self-addressed envelope with appropriate postal stamps (if invoice is reqd. by post)
- Proof of payment with transaction

Section-B (Technical Details)
Name of the Equipment/Instrument – HRMS

Name of User: _____

Number of Samples: _____

Mobile No and email id: _____

Sr. No	Sample Name	Soluble in ACN: H ₂ O (1:1) Yes/No	Sample Concentration (in molarity) OR Sample Weight (in mg if solid)	Purity of the sample (%)	Sample Toxicity	*Type of analysis	^Ionization type	Molecular formula	Exact Mass & [M+H] Mass

*Type of analysis LCMS / D-MASS, HRMS / LC-HRMS, MS-MS/LC-MSMS

^ Ionization type ESI Pos. / ESI Neg. / Both

Additional Information (If any) _____

Total Samples of Measurements	Sample Charges	Amount (Rs.)	GST (Nil for Internal Candidates)	Total Amount (Rs.)

Declaration: I, _____, hereby declare that I have read and understood the instructions outlined below in Annexure-1 and 2 before submitting the samples and payments. I acknowledge that the samples being supplied for analysis are intended solely for academic and/or research and development purposes. I further confirm that the results of the analysis will not be used, under any circumstances, to settle or resolve any legal disputes or issues.

Signature of User

For CRF Office use

Job Requisition form no.	Job form Received on (Date)	Job Assigned To (Name)	Job completed on (Date)	Data files handed over to user	Log. Book Page No./S.No.

Lab Assistant/JTS

Office Incharge

INFORMATION FOR USERS

Following guidelines help ensure a smooth and efficient process for sample analysis while maintaining safety and accountability in the laboratory

General Instructions

- Kindly discuss with operator about experiment details prior to filling the form and payment submission. Call the operator within working hours only.
- Please fill up the requisition form correctly. Incomplete form is liable to be rejected.
- Head of the Departments/Centers/Principal Investigators of the sponsored/Consultancy Projects are required to sign the form before submission.
- **Without submission of requisition form measurements will not be done.**
- Only users are requested to be present in person during assigned measurement slot.
- The users are not allowed to use the machine at their own under normal circumstances
- Users must adhere to laboratory safety protocols
- For visit to any lab, please contact Technical Officer, CRF, IIT Ropar or mail at crf@iitrpr.ac.in
- The user needs to inform operator at least 1 day in advance if they are not using the booked slot due to ANY reason
- **Sample Analysis:** Samples analysis will be conducted by JTS/TA on any working day starting at allotted slot.
- **Logbook Entry Requirements:** Users are requested to maintain a logbook entry as per the lab format mandatorily with signature upon completion of job.
- **Analysis Data:** Users are requested to collect their processed and raw data after analysis. Please bring your own working CD/DVD to take the data (Pen-drive/ external hard disk, etc., are not allowed).
- Sample collection after measurements to be arranged by users. Otherwise, samples will be discarded after one week.
- Kindly submit a self-addressed envelope with postage stamp if invoice required to be posted. Invoice may take a weeks' time to be sent.

Equipment Specific Instructions

- Address for sending samples by post:
**Mr. Anuj Babbar,
Room no. 106,
HRMS lab ,Chemistry Department
SSB Block, IIT Ropar, Bada Phool, Rupnagar, Punjab-140 001**
- **Research publications emerging out of the HRMS facility, CRF at IIT Ropar must be duly acknowledged.**
- **Kindly share the publication details to crf@iitrpr.ac.in**
- Sample requirement: 1-4 mg in solid or liquid form with suitable solubility.
- Sample must be pure (Purity above 90%)
- Sample must be prepared in ACN:WATER (1:1 with 0.1% TFA). The more careful you prepare samples the more likely a successful analysis will be.
- Make sure that the sample is freely soluble in ACN:WATER solution. If it is not soluble in ACN:WATER solution or getting precipitated due to WATER/ACN or any other solubility issue please do not submit that sample. In such cases contact the faculty incharge.
- Do not use chlorinated solvent. ETOOAC, DMSO and DMF are allowed as co-solvent at the level of only 5%, above which it is strictly prohibited.
- Sample concentration must be in between 100 to 250 micro molar
- Sample must be filtered through 0.022 microns filter.
- Neither additional/extra columns nor mobile phase/buffers from outside the lab will be accepted for any analysis without the permission of faculty incharge.
- Samples will be accepted in accordance with the given time slots.
- **Repeat measurement on any sample will be considered as new/additional job.**